

E-Mail ALSPO K/08

Subj: SALE OF SPECIAL LEAVE ACCRUAL

Ref: (a) [COMDT COGARD Washington DC R 192139Z AUG 08/ALCOAST 396, CG-12, COMDTNOTE 1050](#)

Purpose This E-Mail ALSPO provides the process for enlisted members to be compensated for leave in excess of 120 days at the end of the fiscal year.

Discussion Per paragraph 4 of reference (a), enlisted members, who have more than 120 days leave at the end of the fiscal year may elect to be compensated for any leave in excess of 120, up to 30 days, at the end of that fiscal year.

**Special Leave
Accrual
Payment
Process** This is the Special Leave Accrual Payment process.

Stage	Who does it	Description	When
1	Member	completes Form CG-PSC-2046 , Application to Sell Special Leave Accrual (SLA)	Between 1 October and 30 November
2		forwards completed CG-PSC-2046 to Servicing Personnel Office (SPO)	
3	SPO	verifies that all leave documents for the previous fiscal year have been submitted in Direct-Access and have processed through JUMPS	Upon receipt of form from member
4		forwards completed CG-PSC-2046 to PSC (mas) by fax to the number on the form or to PSC (ccb) by e-mail to the address on the form	Not later than 1 December
5		files original CG-PSC-2046 in Section III of the member's SPO Personal Data Record (PDR) and sends a copy to CGPC (adm-3) for I-PDR	

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Special Leave Accrual Payment Process (**continued**)

Stage	Who does it	Description	When
6	PSC (mas)	verifies member's leave balance in JUMPS and ensures member has not previously received payment for SLA. Submits an H414 (Adjust Leave Balances) transaction and a H604 (Miscellaneous Credit) transaction to effect payment.	Prior to the cutoff date for the first JUMPS compute cycle following receipt of the CG-PSC-2046 from the SPO (Provided the form is received at least 3 business days prior to cutoff, otherwise the transactions will be submitted in time for the next cycle)

Form CG-PSC-2046 Form CG-PSC-2046, Application to Sell Special Leave Accrual (SLA), is available at <http://www.uscg.mil/hr/psc/forms/psc2046.pdf>.

Directives Affected The Special Leave Accrual Payment process will included in the next change to the Personnel and Pay Procedures Manual, PSCINST M1000.2(series).

PSC (p&d) will request that Commandant (CG-102) include disposition instructions for Form CG-PSC-2046 in the next change to the Military Personnel Data Records (PDR) System, COMDTINST M1080.10(series).

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Questions Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:

 (866) 772-8724/(785) 339-2200
 <http://www.uscg.mil/hr/psc/ccb/>

Released by Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director
